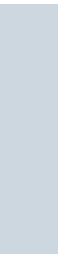


Workforce Development and Community Services



Workforce Development and Community Services

The Workforce Development and Community Services Division is the employer services and community education outreach arm of the College. It serves the College's service area of Adams, Brown, Clinton, Fayette, and Highland counties. The Division provides college credit and noncredit courses, customized training, onsite and offsite employer services, customized contract training, and employer services according to business needs. Both credit and non-credit classes and training are offered. The training can be conducted at the business site or at any College campus location.

For information, contact the Executive Director of Workforce Development at 800-628-7722, Ext. 3510.

Customized Training

Southern State offers many types of training and programs, but we can go beyond our standard offerings and completely customize a program to meet

we can design a non-credit, high-impact, condensed program to help you meet your company goals.

Do you need to improve customer retention?

utilizing all the new features of the latest Microsoft® Word or Excel versions? Would you like to improve general performance in a non-threatening environment? We can help with all of these and much more!

Customized training services through the Workforce Development Division are available (but not limited to) such areas as: maintenance technology; business writing; communication; supervisory, management, and leadership training; employment skills, and workplace math. Portable wireless computers can be provided at no cost, to deliver onsite computer training for business and industry.

Organizational Development Training

The term "accountability" is being heard more and more often, and is a behavior that many organizations and individuals say they value in the people around

organizations and individuals alike, and the opinions on how to develop more "accountability" are plentiful. If you are interested in improving the atmosphere of accountability for yourself and your organization, and/or your organization has promoted from within and would like to improve the supervisory/lead skills of those promoted, this training is for you!

For more information, please call 800-628-7722, Ext. 3510.

Continuing Education

short-term, noncredit courses for personal enrichment,

courses are offered for children and adults of all ages.

courses at all of Southern State's sites and they are listed in a separate publication.

A 100% refund will be given within 30 days if a course is cancelled or if the student formally withdraws

does not apply to continuing education courses.

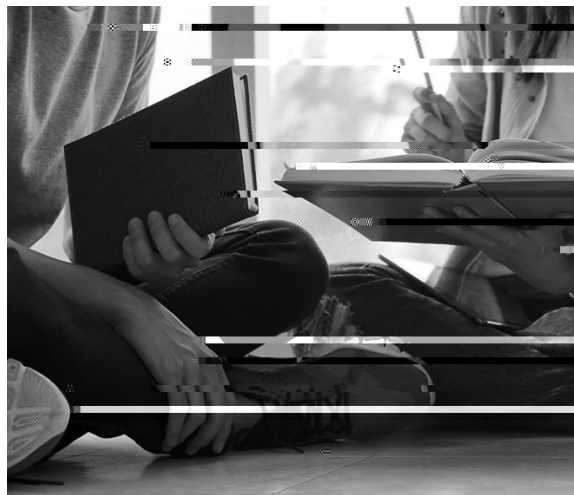
For more information on any continuing education course, please call 800-628-7722, Ext. 3510.

Online Noncredit Courses (Ed2Go)

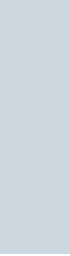
If you prefer to do your studying from the comfort of your own home, we offer numerous online (noncredit) courses to quench your thirst for knowledge. To view our selection and choose the courses best suited for you, visit:

<http://www.ed2go.com/sscc>.

For more information on any continuing education course including online noncredit courses, please contact the program's Coordinator at 800-628-7722, Ext. 3510.



Aspire



Truck Driving Academy Attendance Policy

Attendance in the Truck Driving Academy is mandatory in order for students to meet the hour requirements that have been set down by the State of Ohio. Attendance will be taken daily and will be evaluated weekly. Students that miss any scheduled classroom hours must make arrangements with the Director of Training to make them up.

If a student misses a total of 2 days (or 10% of scheduled classroom hours) for any Truck Driving Academy, the student will be dropped from that class. The student's performance will be evaluated and a